

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> PD-03066										1. Agency Position No. NAVFAC 13	
2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title) FINANCIAL MANAGER	
17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY									
a. First Subdivision		c. Third Subdivision									
b. Second Subdivision		d. Fourth Subdivision									
e. Fifth Subdivision		Signature of Employee (optional)									
19. Employee Review -This is an accurate description of the major duties and responsibilities of my position.											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. <i>This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) ANNE-MARIE JONES					
Signature _____ Date _____						Signature <i>Anne Marie Jones</i> Date <i>3/18/03</i>					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.											
Typed Name and Title of Official Taking Action E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER						22. Position Classification Standards Used in Classifying/Grading Position					
Signature <i>E. Lanier-Ballenger</i> Date <i>4-17-03</i>						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)		b. Supervisor		c. Classifier		Initials		Date		Initials	
24. Remarks		25. Description of Major Duties and Responsibilities (See Attached)									

PD NBR: NAVFAC 13

CLASSIFICATION: FINANCIAL PROGRAM COORDINATOR NF-0501-03
ORG TITLE: FINANCIAL MANAGER

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The incumbent is responsible for all financial, accounting, budgeting functions, and daily technical operation for Combined Bachelor.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for providing comprehensive and effective services in the collection of revenues and accounting for financial transactions. Reviews documents to ensure timely and adequate preparation, resolves unusual or complex problems, and provides general guidance as needed in conducting day to day operations.

Receives requests for special reports or backup from higher headquarters and other agencies, relating to the financial responsibilities of the division. Reviews and determines best method of arriving at any desired statistical information. Establishes data-gathering methods for subordinates and, if necessary, means of presentation. Conducts a review of work in progress or completion of reports or other data. Compose final report, forms, reviewing financial and other figures to ensure they adequately provide the desired information.

Insures that files of all correspondence and messages pertaining to accounting records are maintained.

Works with audit boards that periodically review the financial records and procedures. Participates in discussions of findings and takes action to revise or adjust any financial processes as recommended and agreed upon.

Assists Bachelor Housing Officer with studies of proposed organizational changes to determine feasibility, possible effect on positions; and in making studies of manpower versus workload to determine adequacy of work assignments, need for additional help, studies of space assignments for more effective utilization.

Communicate with the Morale, Welfare & Recreation Department where applicable on a regular basis to ensure that both parties adhere to provisions agreed to within the Memorandum of Agreement (MOA). At month end, reviews financial statements for accuracy of account balances and compliance with current policies and procedures.

Approves leave, provides input for evaluations, personal actions and awards.

Prepares the NABF budget for submission to the Bachelor Housing Officer. As requested, provides input to the appropriated fund budget.

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

A Bachelor's degree in Accounting or a related business field and/or at least three years of experience in accounting, budgeting, procurement and payroll.

A thorough understanding and knowledge of the procedures, policies and techniques required in the Navy Non-appropriated Fund Accounting System as well as a broad and direct knowledge of generally accepted accounting principles.

Knowledge of accounting systems, procedures and techniques used in review and analysis of individual transactions, all classes of accounts and audit trails in an accounting system.

Knowledge and understanding of the regulations, guides and procedures sufficient to interpret and apply them to a variety of reports reflecting a number of accounting relationships with extensive supporting documents.

Must communicate well, both orally and in writing and be able to deal amicably with others in the organization and with the public in general.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent is responsible for coordinating accounting or administration matters throughout the division. The Supervisor defines objectives and assists in unusual situations lacking clear precedents. The incumbent has wide latitude in planning and carrying out duties and responsibilities. Completed work is spot checked for conformance to policy and timeliness.

FACTOR 3. GUIDELINES

Guidelines include, but are not limited to: OPNAVINST 11103.1B, DOD, SECNAV, OPNAV, NAVCOMPT, BUPERS and local policies, including BUPERSINST 5300.10A, other regulations, manuals, and guides related to VQ activity matters. Incumbent is responsible for a variety of unrelated functions. Incumbent uses judgment to select guides appropriate for the situation. Situations requiring significant deviation are coordinated with supervisor.

FACTOR 4. COMPLEXITY

The work involves the performance of a variety of management functions related to the management, operation, and maintenance of VQ housing. Priorities must be established to meet commitments and ensure occupant satisfaction. Incumbent must exercise mature and impartial judgment in resolving problems, etc.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide oversight and administration of the business office function. The work directly contributes to the military members, retirees and family member's quality of life, and contributes to job satisfaction and retention of valuable members.

FACTOR 6. PERSONNEL CONTACTS

Contacts include guests, other VQ staff members, and other installation staff as well as vendors, contractors and visitors or other operating offices on the installation.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to exchange information, plan and/or coordinate functions and resolve problems.

FACTOR 8. PHYSICAL REQUIREMENTS

Work is primarily sedentary with some carrying of reports, boxes and ledgers weighing up to 30 pounds.

FACTOR 9. WORKING ENVIRONMENT

Work is performed indoors in areas that normally have adequate heat, light and ventilation.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.